

CAREER AND TECHNICAL EDUCATION BUSINESS AND INFORMATION TECHNOLOGY PROGRAMS CIP LISTING AND DESCRIPTIONS

This document lists the Federal Classification of Instructional Program (CIP) Code number, title, and description and then indicates the Official CTE Business and Information Technology Course Title that should be offered when using this CIP code for state CTE (vocational) reimbursement. School corporations should use the CIP codes for reporting on the Form 30A. However, schools **MUST** use the state-approved course title. CIP codes **ARE NOT** course titles. A certified and properly licensed vocational business teacher and/or an Occupational Specialist license, for some IT courses, must teach these courses in order to report them for state CTE (vocational) funding on the Form 30A.

CIP Code: 51.0710—Medical Office Assistant/Specialist

A program that prepares individuals, under the supervision of office managers and other professionals, to perform routine administrative duties in a medical, clinical, or health care facility/system office environment. Includes instruction in general office skills, data processing, office equipment operation, principles of medical record-keeping and business regulations, medical/clinical office procedures, and communications skills.

Official Course Title: *Business Technology Lab II—5240 (Based on student's career objective)*

CIP Code: 52.0204—Office Management and Supervision

A program that prepares individuals to supervise and manage the operations and personnel of business offices and management level divisions. Includes instruction in employee supervision, management, and labor relations; budgeting; scheduling and coordination; office systems operation and maintenance; office records management, organization, and security; office facilities to sign and space management; preparation and evaluation of business management data; and public relations.

Official Course Title: *Business Technology Lab II—5240 (Based on student's career objective)*

CIP Code: 52.0207—Customer Service Management

A program that prepares individuals to supervise and monitor customer service performance and manage front-line customer support services, call centers/help desks, and customer relations. Includes instruction in customer behavior; specialized information technology and systems management; developing and using customer service databases; user surveys and other feedback mechanisms; strategic and performance planning and analysis; operations management; personnel supervision; and communications and marketing skills.

Official Course Title: *Business Technology Lab II—5240; IT: Information Support and Services—5230 (Based on student's career objective)*

CIP Code: 52.0299 Business Administration, Management and Operations, Other

Any instructional program in business and administration not listed above.

Official Course Title: *Career Planning and Success Skills—5254*

CIP Code: 52.0302—Accounting Technology/Technician and Bookkeeping

A program that prepares individuals to provide technical administrative support to professional accountants and other financial management personnel. Includes instruction in posting transactions to accounts, record-keeping systems, accounting software operation, and general accounting principles and practices.

Official Course Title: *Business Technology Lab II—5240 (Based on student's career objective)*

CIP Code: 52.0304—Accounting and Finance

An integrated or combined program in accounting and finance that prepares individuals to function as accountants on financial managers or analysts.

Official Course Title: *Business, Management and Finance—5268; Finance Academy—5258 (Based on student's career objective)*

CIP Code: 52.0305—Accounting and Business/Management

An integrated or combined program in accounting and business administration/management that prepares individuals to function as accountants and business managers.

Official Course Title: *Business, Management and Finance—5268 (Based on student's career objective)*

CIP Code: 52.0399—Accounting and Related Services, Other

Any instructional program in accounting not listed above.

Official Course Title: *Business Technology Lab I—5244 (Based on career objective)*

CIP Code: 52.0401—Administrative Assistant and Secretarial Science, General

A program that generally prepares individuals to perform the duties of administrative assistants and/or secretaries. Includes instruction in business communications, principles of business law, word processing and data entry, office machines operation and maintenance, office procedures, public relations, secretarial accounting, filing systems and records management, and report preparation.

Official Course Title: *Business Technology Lab I—5244 (Based on career objective)*

CIP Code: 52.0402—Executive Assistant/Executive Secretary

A program that prepares individuals to perform the duties of special assistants and/or personal secretaries for business executives and top management. Includes instruction in business communications, principles of business law, public relations, scheduling and travel management, secretarial accounting, filing systems and records management, conference and meeting recording, report preparation, office equipment and procedures, office supervisory skills, and professional standards and legal requirements.

Official Course Title: *Business Technology Lab II—5240 (Based on student's career objective)*

CIP Code: 52.0406—Receptionist

A program that prepares individuals to perform front-line public relations duties for a business, organization, or answering service. Includes instruction in telephone answering techniques, responding to information requests, keeping caller and/or visitor records, placing business calls, operating telephone switchboards and/or other communications equipment, relaying incoming and interoffice calls, schedule maintenance, and public relations skills.

Official Course Title: *Business Technology Lab I—5244 (Based on student's career objective)*

CIP Code: 52.0407—Business/Office Automation/Technology/Data Entry

A program that prepares individuals to support business information operations by using computer equipment to enter, process, and retrieve data for a wide variety of administrative purposes. Includes instruction in using basic business software and hardware; business computer networking; principles of desktop publishing; preparing mass mailings; compiling and editing spreadsheets; list maintenance; preparing tables and graphs; receipt controls; and preparing business performance reports.

Official Course Title: *Business Technology Lab I—5244 (Based on student's career objective)*

CIP Code: 52.0408—General Office Occupations and Clerical Services

A program that prepares individuals to provide basic administrative support under the supervision of office managers, administrative assistants, secretaries, and other office personnel. Includes instruction in typing, keyboarding, filing, general business correspondence, office equipment operation, and communications skills.

Official Course Title: *Business Technology Lab I—5244 (Based on student's career objective)*

CIP Code: 52.0411 Customer Service Support/Call Center/Teleservice Operation

A program that prepares individuals to assist customers with inquiries and problems in frontline call centers, help desks, teleservice centers, and online. Includes instruction in user interfaces and user behavior; principles of hardware and software systems operation; customer interaction skills; telephone and e-mailing skills; data entry; and database and Internet searching and retrieval.

Official Course Title: *Information Technology: Information Support and Services—5230*

CIP Code: 52.0501—Business/Corporate Communications

A program that prepares individuals to function in an organization as a composer, editor and proofreader of business or business-related communications.

Official Course Title: *Business Technology Lab II—5240 (Based on student's career objective)*

CIP Code: 52.0703 Small Business Administration/Management

A program that prepares individuals to develop and manage independent small businesses. Includes instruction in business administration; enterprise planning and entrepreneurship; start-up; small business operations and problems; personnel supervision; capitalization and investment; taxation; business law and regulations; e-commerce; home business operations; and applications to specific sectors, products, and services.

Official Course Title: *Business, Management and Finance—5268 (Based on student's career objective)*

CIP Code: 52.0803—Banking and Financial Support Services

A program that prepares individuals to perform a wide variety of customer services in banks, insurance agencies, savings and loan companies, and related enterprises. Includes instruction in communications and public relations skills, business equipment operation, and technical skills applicable to the methods and operations of specific financial or insurance services.

Official Course Title: *Business Technology Lab I—5244; (Based on student's career objective)*

CIP Code: 52.0804 Financial Planning and Services

A program that prepares individuals to plan and manage the financial interests and growth of individuals and institutions. Includes instruction in portfolio management, investment management, estate planning, insurance, tax planning, strategic investing and planning, financial consulting services, and client relations.

Official Course Title: *Finance Academy—5258*

CIP Code: 52.0807 Investments and Securities

A program that prepares individuals to manage assets placed in capital markets, and related technical operations. Includes instruction in security analysis, debt and equity analysis, investment strategies, securities markets, computer-assisted research, portfolio performance analysis and applications to specific investment problems and business situations.

Official Course Title: *Finance Academy—5258*

CIP Code: 52.0901—Hospitality Administration/Management

A program that prepares individuals to serve as general managers and directors of hospitality operations on a system-wide bases, including both travel arrangements and promotion and the provision of traveler facilities. Includes instruction in principles of operations in the travel and tourism, hotel and lodging facilities, food services, and recreation facilities industries; hospitality marketing strategies; hospitality planning; management and coordination of franchise and unit operations; business management; accounting and financial management; hospitality transportation and logistics; and hospitality industry policies and regulations.

Official Course Title: *Business, Management and Finance—5268 (Based on student's career objective)*

CIP Code: 52.1201—Management Information Systems, General

A program that generally prepares individuals to provide and manage data systems and related facilities for processing and retrieving internal business information; select systems and train personnel; and respond to external data requests. Includes instruction in cost and accounting information systems, management control systems, personnel information systems, data storage and security, business systems networking, report preparation, computer facilities and equipment operation and maintenance, operator supervision and training, and management information systems policy and planning.

Official Course Title: *Business Technology Lab I—5244 (Based on student's career objective)*

CIP Code: 52.1299—Management Information Systems and Services, Other

Any program in business information and data processing services not listed above.

Official Course Title: *Business Technology Lab II—5240 (Based on student's career objective)*

CIP Code: 52.1908 Business and Personal/Financial Services Marketing Operations

A program that prepares individuals to perform marketing and operational tasks associated with the provision of personal and financial services. Includes instruction in banking, marketing research, advertising, promotional campaign organization, insurance, media relations, and applicable technical and administrative skills.

Official Course Title: *Finance Academy—5258; Business, Management and Finance—5268 (Based on student's career objective)*

CIP Code: 52.9999—Business, Management, Marketing, and Related Support Services, Other

Any instructional program in business, management, marketing and related support services not listed above.

Official Course Title: *Professional Career Internship—5256; Career Planning and Success Skills—5254 (two semesters)*

CIP Code: 10.0303—Desktop Publishing and Digital Imaging Design

A program that prepares individuals to apply technical knowledge and skills to the layout, design and typographic arrangement of printed and/or electronic graphic and textual products. Includes instruction in print and lithographic equipment and operations; computer hardware and software; digital imaging; print preparation; page layout and design; desktop publishing; and applicable principles of graphic design and web page design.

Official Course Title: *Business Technology Lab II—5240 (Based on student's career objective)*

CIP Code: 11.0103—Information Technology

A program that focuses on the design of technological information systems, including computer systems, as solutions to business and research data and communications support needs. Includes instruction in the principles of computer hardware and software, components, algorithms, databases, telecommunications, user tactics, application testing, and human interface design.

Official Course Title: *Information Technology: Information Support and Services—5230*

CIP Code: 11.0201—Computer Programming/Programmer, General

A program that focuses on the general writing and implementation of generic and customized programs to drive operating systems and that generally prepares individuals to apply the methods and procedures of software design and programming to software installation and maintenance. Includes instruction in software design, low- and high-level languages and program writing; program customization and linking; prototype testing; troubleshooting; and related aspects of operating systems and networks.

Official Course Title: *Information Technology: Programming and Software Development—5236*

CIP Code: 11.0301 Data Processing and Data Processing Technology/Technician

A Program that prepares individuals to mater and use computer software programs and applications for inputting, verifying, organizing, storing, retrieving, transforming (changing, updating, and deleting), and extracting information. Includes instruction in using various operating system configurations and in types of data entry such as word processing, spreadsheets, calculators, management programs, design programs, database programs, and research programs.

Official Course Title: *Business Technology Lab II—5240 (Based on student's career objective)*

CIP Code: 11.0601—Data Entry/Microcomputer Applications, General

A program that generally prepares individuals to perform basic data and text entry using standard and customized software products. Includes instruction in keyboarding skills, personal computer and work station operation, reading draft texts and raw data forms, audio and tape dictation, and various interactive software programs used for tasks such as word processing, spreadsheets, databases, and others.

Official Course Title: *Business Technology Lab I—5244 (Based on student's career objective)*

CIP Code: 11.0602—Word Processing

A program that prepares individuals to perform text typing, table construction, and document formatting tasks on personal computers at a high rate of accuracy and proficiency. Includes instruction in keyboarding skills, word processor operation, textual draft interpretation, audio and tape dictation, and specific word processing program software.

Official Course Title: *Business Technology Lab I—5244 (Based on student's career objective)*

CIP Code: 11.0801—Web Page, Digital/Multimedia and Information Resources Design

A program that prepares individuals to apply HTML, XML, JavaScript, graphics applications, and other authoring tools to the design, editing, and publishing (launching) of documents, images, graphics, sound, and multimedia products on the World Wide Web. Includes instruction in Internet theory; web page standards and policies; elements of web page design; user interfaces; vector tools; special effects; interactive and multimedia components; search engines; navigation; and morphing; e-commerce tools; and emerging Web technologies.

Official Course Title: Information Technology: Interactive Media—5232

CIP Code: 11.0802 Data Modeling/Warehousing and Database Administration

A program that prepares individuals to design and manage the construction of databases and related software programs and applications, including the linking of individual data sets to create complex searchable databases (warehousing) and the use of analytical search tools (mining). Includes instruction in database theory, logic, and semantics; operational and warehouse modeling; dimensionality; attributes and hierarchies; data definition; technical architecture; access and security design; integration; formatting and extraction; data delivery; index design; implementation problems; planning and budgeting; and client and networking issues.

Official Course Title: Information Technology: Information Support and Services—5230

CIP Code: 11.0803 Computer Graphics

A program that focuses on the software, hardware, and mathematical tools used to represent, display, and manipulate topological, two- and three-dimensional objects on a computer screen and that prepares individuals to function as computer graphics specialists. Includes instruction in graphics software and systems; digital multimedia; graphic design; graphics devices, processors, and standards; attributes and transformations; projections; surface identification and rendering; color theory and application; and applicable geometry and algorithms.

Official Course Title: Information Technology: Interactive Media—5232

CIP Code: 11.0901—Computer Systems Networking and Telecommunications

A program that focuses on the design, implementation, and management of linked systems of computers, peripherals, and associated software to maximize efficiency and productivity, and that prepares individuals to function as network specialists and managers at various levels. Includes instruction in operating systems and applications; systems design and analysis; networking theory and solutions; types of networks; network management and control; network and flow optimization; security; configuring; and troubleshooting.

Official Course Title: Information Technology: Network Systems—5234

CIP Code: 11.1004—Web/Multimedia Management and Webmaster

A program that prepares individuals to develop and maintain web servers and the hosted web pages at one or a group of web sites, and to function as designated webmasters. Includes instruction in computer systems and networks; server installation and maintenance; web page design and editing; information resources management; web policy and procedures; Internet applications of information systems security; user interfacing and usability research; and relevant management and communications skills.

Official Course Title: *Business Technology Lab II—5240 (Based on student's career objective)*

CIP Code: 22.0301—Legal Administrative Assistant/Secretary

A program that prepares individuals to serve as legal office managers, special assistants, and legal secretaries. Includes instruction in office management, secretarial science, principles of U.S. or Canadian law. Legal terminology and documentation, legal research, legal software applications, law office procedures, record-keeping, billing, applicable policies and regulations, and professional standards and ethics.

Official Course Title: *Business Technology Lab II—5240 (Based on student's career objective)*

CIP Code: 22.0302—Legal Assistant/Paralegal

A program that prepares individuals to perform research, drafting, investigatory, record-keeping and related administrative functions under the supervision of an attorney or court. Includes instruction in legal research, drafting legal documents, appraising, pleading, courthouse procedures, and legal specializations.

Official Course Title: *Business Technology Lab II—5240 (Based on student's career objective)*